

# California Energy Commission



**CLASSIFICATION:** Electric Generation System Specialist I  
(Pending Dept. of Finance Approval)

**TENURE/TIME BASE:** Permanent/ Full Time

**SALARY:** \$7,058.00 - \$8,732.00

**LOCATION:** Renewable Energy Division  
Sacramento, CA

**FINAL FILING DATE:** December 26, 2017

## ABOUT THE DIVISION:

Established in 1974, the California Energy Commission is the state's primary energy policy and planning agency. Located in vibrant downtown Sacramento, within walking distance from light-rail, the state Capitol, and other amenities, the California Energy Commission is advancing many of the state's cutting edge energy and climate programs and policies. The Renewable Energy Division at the California Energy Commission is committed to expanding the use of renewable energy in California in a way that maximizes the economic, environmental, and grid-reliability benefits to all Californians.

## DUTIES/RESPONSIBILITIES:

Under the supervision of the Energy Resources Specialist III (S), the incumbent serves as part of an interdisciplinary team to plan and implement activities in the Renewable Energy Division. The incumbent will complete technical reviews and assessments of renewable related projects and projects associated with the Geothermal Grant and Loan Program and other renewable energy related activities and programs. The incumbent is knowledgeable about California's geothermal and renewable resources, and their technologies; geothermal resource exploration and development; renewable energy policies and programs; understands the issues facing the geothermal and renewable industries in a competitive energy market; performs analyses; manages renewable projects; and provides information related to the geothermal industry to Energy Commission Program leads, management, and Commissioners. The incumbent will maintain collaborative relationships with other local, state, and federal agencies, and private organizations; provide technical and administrative support to existing and potential grantees, work within industry networks to expand the program, and coordinate activities with other commission divisions and other state agencies working with geothermal facilities or on related research.

The incumbent will assist the Energy Resources Specialist III (S) in efforts to mentor and train staff, plan unit activities, and manage workload and tasks to ensure completion all program activities in the required timeframes. The incumbent will respond to requests for information from colleagues and stakeholders, engaging management when appropriate. The incumbent will document decisions and activities to develop a record of standard practices and policy decisions. The incumbent will prepare regular updates, reports and presentations to keep management fully informed of completed and planned program activities, identifying issues of specific concern to division and Commission management and the Commissioners.

The incumbent will

- act as the lead technical staff person for the Geothermal Grant and Loan Program;
- manage and conduct all grant and contract activities and act as technical expert;
- ensure program activities support the development of geothermal electrical generation and are coordinated with renewable energy programs;
- evaluate current program implementation and develop recommendations for program improvements;
- ensure that scientific investigations, technical analyses, draft and final assessments, and policy papers prepared by contractors are thorough and technically accurate and consistent with Division and Commission policies and objectives;

- provide high-level technical analysis presented in the form of opinion papers, guidance documents, white papers, and internal briefing documents on electricity generation system-related topics associated with geothermal resources and generation facilities;
- develop recommendations for additional projects and areas of research and analysis, as well as possible programmatic or policy changes, to inform the evolution of programs to support the state's clean energy and climate goals;
- serve as a representative to engage public and private entities addressing issues relating to geothermal and other renewable resource-related activities important to the Energy Commission;
- develop and maintain liaison with federal, state, and local agencies and private partners to encourage their involvement in the Energy Commission's Geothermal Grant and Loan Program and other renewable energy programs; and
- represent the Office, Division, and Energy Commission and make presentations at meetings, conferences, and seminars.

## DESIRABLE EXPERIENCE/QUALIFICATIONS:

The successful applicant should have:

- Knowledge of renewable energy technologies
- Knowledge of geothermal resources and geothermal electricity generation technologies
- Ability to coordinate the complex technical work of others
- Excellent attention to detail
- Ability to communicate effectively both orally and in writing
- Ability to work independently and in a team environment
- Excellent interpersonal and leadership skills
- Ability to effectively write and edit technical documents
- Ability to relay complicated information in a simple, consumer-friendly manner
- Ability to apply strategic planning principles

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/ REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Please include a one-page cover letter describing how you can contribute in this position. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #590-199 and Position #5900-4841-001 in the "Explanation Section" of the STD. 678.**

***Please Note:*** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

## SUBMIT APPLICATIONS TO:

California Energy Commission  
Attn: (RPA 590-199)  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814

View full Duty Statements:

<http://www.energy.ca.gov/careers/jobs.html>

***For additional questions regarding this recruitment, you may contact (916) 653-4521 or email [personnel@energy.ca.gov](mailto:personnel@energy.ca.gov).***

***California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922***

An equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person. For more information about the above program and other programs at the California Energy Commission, visit our website at [www.energy.ca.gov](http://www.energy.ca.gov).